



REQUEST FOR INFORMATION

Issued by:

**The Board of Trustees of Community-Technical Colleges
On Behalf of the
12 Connecticut Community College Schools**

PAYMENT PLAN AND BILLING OPTIONS

RFI No: CCC-10-7

Date: November 4, 2010

Written questions issued to lcherhoniak@gwcc.commnet.edu and due no later than:
November 12, 2010, 3:00 p.m.

Questions will be answered via RFI addendum
to be posted to
DAS portal: www.das.state.ct.us and
BOT website: www.commnet.edu/finance/rfp.asp
no later than November 17, 2010, 1:00 p.m.

RFI Due Date:

November 24, 2010, 12:00 noon

Issued by:

Lisa Cherhoniak, Assoc. Fiscal/Administrative Officer
88 Bassett Road
North Haven, CT 06473
Fax: (203) 285-2524
E-mail: lcherhoniak@gwcc.commnet.edu

1. Overview

The Board of Trustees of Connecticut Community-Technical Colleges hereinafter referred to as “BOT”, on behalf of its 12 Connecticut Community College schools, hereinafter referred to as “schools” is requesting high-level information from vendors on “community college student friendly” payment plan options and related billing solutions that would allow the schools to expand and enhance student service and improve back-office billing efficiencies in a cost effective manner.

The BOT is established under C.G.3. 10a-71 et. seq. Connecticut's Community Colleges and their educational centers are located all across Connecticut. They enroll nearly 58,000 students in credit programs each year leading to a degree or certificate, with another 62,000 students in non-credit, skill-building programs. Convenient locations and schedules, an open door admissions policy, extensive student support services, childcare services, on-line degree programs and library resources make higher education accessible for all Connecticut citizens. The Connecticut Community Colleges make educational opportunities and services available for a wide array of non-traditional students including those with disabilities, the elderly, the institutionalized, and the homebound. Many are first generation college students. For additional information please visit the Connecticut Community College website at <http://www.commnet.edu/>.

The BOT centrally administers Banner Student and Banner A/R using a single instance of the database. Currently each school fully administers their own independent in-house payment plan and related billings using SunGard HE Banner functionality to varying degrees. Students do have the ability to make a payment on-line, however they are generally required to enroll in person.

The objective of this investigatory RFI is to gather high-level product information to enable the schools to make an informed decision concerning the benefits and financial viability of expanding/enhancing payment options to community college students and improving related back-office billing efficiencies. This RFI process is intended to help the BOT research a variety of available services so that the BOT can determine an optimal strategy. RFI responses shall be reviewed by the Directors of Finance Council to determine if there is sufficient interest amongst the 12 schools to develop a formal RFP at which point a recommendation shall be made to the Deans of Administration Council for their approval to move forward.

2. Responses to RFI

2.1. Scope of RFI:

Well-organized and concise responses are encouraged in order to facilitate the Directors of Finance Council's assessment. Vendors desiring to respond to this RFI must do so in writing, providing one original and four complete copies of the submitted response as well as an electronic copy.

2.2. RFI due date: November 24, 2010, 12:00 noon.

2.3. Please send responses to this RFI, via UPS or Fed Ex to:

Lisa Cherhoniak, Associate Fiscal Administrative Officer
Ref: RFI-Payment Plan Billing Solutions
Gateway Community College
88 Bassett Road
North Haven, CT 06473 .

2.4. Product and Service Availability

The BOT expects that the system and services described in response to this request for information are generally available as of the date the responses are due. Responders must explain any exceptions

3. **RFI TERMS AND CONDITIONS**

3.1. Supplier Expenses

Suppliers are responsible for all costs and expenses incurred in the preparation of their RFI response.

3.2. Ownership of RFI Responses

All RFI responses shall become the sole property of the State and will not be returned. It should also be understood that this request for information shall not result in a Contract Award.

3.3. Freedom of Information

Due regard shall be given for the protection of proprietary or confidential information contained in all RFIs received. However, suppliers should be aware that all materials associated with this effort are subject to the terms of the Connecticut Freedom of Information Act (FOIA) and all rules, regulations, and interpretations resulting there from. It shall not be sufficient for suppliers to merely state generally that the RFI is proprietary or confidential in nature and not, therefore, subject to release to third parties. Those particular sentences, paragraphs, pages, or sections which a supplier believes to be exempt from disclosure under the FOIA must be specifically identified as such. Convincing explanation and rationale sufficient to justify each exemption consistent with Section 1-210(b) of the FOIA must accompany the RFI. The rationale and explanation must be stated in terms of the prospective harm to the competitive position of the supplier that would result if the identified material were to be released and the reasons why the materials are legally exempt from release pursuant to the above cited statute.

4. DISCLAIMERS

- 4.1. Responses to this RFI are for informational purposes only. The BOT shall not be obligated in any way to use any of the information received. Vendors responding to this RFI shall not be compensated in any way. Also, responding to this RFI shall not enhance any vendor's chances of receiving future work from the BOT or the State. Similarly, not responding to this RFI shall not be a detriment to any vendor when competing for future work.
- 4.2. In addition, the BOT shall not be providing feedback regarding the quality or suitability of any vendor's solution to any subsequent acquisition process. The BOT may, however, contact individual respondents for clarification of information contained in their response to this RFI. Vendors may refer the BOT to jurisdictions with offer product demonstrations, but the BOT reserves the right to accept or decline any such referrals.